

Pinkerton Academy Acceptable Use Policy for Digital and Electronic Media Communication for Students

As a school whose vision is to *encourage innovation in response to a changing world* and whose goal is to promote *educational excellence in a challenging, respectful and collaborative environment*, Pinkerton Academy realizes that part of 21st century learning is adapting to changing methods of communication. Major components of this include social media and web 2.0 tools. Social media can be defined as any online tool and/or service that allow any Internet user to create and publish content online. Examples of social media tools include but are not limited to Edmodo, Facebook, Ning, Twitter, YouTube, blogs, wikis, etc. Web 2.0 can be defined as user-oriented web applications, which are interactive and collaborative in nature. [Click here](http://edudemic.com/2011/11/best-web-tools/) or visit <http://edudemic.com/2011/11/best-web-tools/> for a list of web 2.0 tools used by educators.

The importance of teachers, students, and parents engaging, collaborating, learning, and sharing with these various digital communication tools is a part of the 21st century learning environment. For the purpose of education and instruction, clear boundaries, which promote positive and appropriate relationships among students and all members of the Pinkerton Academy community (other students, faculty and staff, parents, and administration), create an atmosphere of trust and individual accountability and responsibility. Being digitally responsible means adhering to the same standards of conduct that are expected in face to face communication. Pinkerton Academy students should be familiar with the following Acceptable Use Policy. **Any violation of these guidelines will be grounds for disciplinary action, up to and including expulsion, as set forth in the Student Planner. For example, students who use the Internet/Intranet, social media, and/or Web 2.0 to participate in dishonesty/misrepresentation, bullying/harassment/cyberbullying, cheating and other academic dishonesty, etc. will be disciplined in the same manner outlined in the Student Planner as if the interaction was face to face. In addition, any violation of this policy may result in suspension or revocation of a student's technology privileges, referral to law enforcement and/or legal action. Any student who intentionally damages the Academy's computer system or network shall assume legal and financial liability for such damage.**

The Academy's technology remains under the control, custody, and supervision of the Academy at all times. The Academy retains the right to monitor all use of its computers, email, Internet/Intranet, iPads, iPods, laptops, and other technology. Students have no expectation of privacy in their use of Academy technology.

The Academy takes precautions to supervise student use of the Internet, but parents should be aware that the Academy cannot reasonably prevent all instances of inappropriate technology use by Students, including access to objectionable materials and communications with persons outside of the school. The Academy is not responsible for the accuracy or quality of information that students obtain through the Internet.

Acceptable Use for Students:

Each student is responsible for his/her actions and activities involving all Academy and personal technological devices used at school or at a school function, including but not limited to, networks, Internet/Intranet, stand-alone workstations, laptops, iPods, iPads, cell phones, and other

technology. This policy does not describe every possible permitted or prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is permitted or prohibited are encouraged to contact an administrator.

All Academy policies, rules, and expectations concerning student conduct and communication apply when Students are using any Academy technology, or are using other technology at school or at a school function. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using Academy technology, or when using other technology at school or at a school function.

Any system which requires password access shall only be used by the authorized user. Students shall not share passwords or other login information with other students. Account owners are responsible for all activity under their accounts.

- Students will model appropriate behavior and will exercise appropriate judgment when using digital communication and resources both inside and outside of the classroom.
- Pinkerton Academy students are personally responsible for the content they publish online.
- Online communication, interactions, and behaviors should reflect the same standards of honesty, respect, and consideration that you use for face to face communication as outlined in the Student Planner.
- Students' on-line relationships with other students will align with the guidelines set forth in the Student Planner.
- Students will not disclose confidential information or post things that are disparaging of the Academy or any members of its community (other students, faculty/staff, parent/guardians). Students will not use the Internet, social media and/or Web 2.0 tools to put other students or the Pinkerton community as a whole at risk or in a manner that would jeopardize the safety of the Pinkerton community.
- Students are expected to model and promote digital responsibility by using and following on-line safety through the use of appropriate privacy settings.
- All Pinkerton Academy students are expected to abide by the school policies, including but not limited to, the code of conduct and the bullying policy, and ensure safe and ethical relationships with all members of the school community; this includes but is not limited to the use of social media and web 2.0 tools.
- Students are encouraged to use social media and web 2.0 tools in support of their learning and education provided they follow the Responsible Use Policy for Students. Students will follow both the Acceptance Use Policy as well as follow the guidelines set forth in the Computer Usage and Infractions section of the Student Planner.
- All hardware and software is either owned or licensed by Pinkerton Academy. All users are required to use the hardware and software in accord with its designed purpose. No hardware or software shall be altered or reconfigured without the permission of the administration.

Unacceptable Use for Students. Unacceptable use activities include, but are not limited to, any activity through which the user:

- Uses the Academy's technology to violate the acceptable uses set forth above.
- Creates, accesses, submits, posts, publishes, forwards, downloads, scans, or otherwise displays defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing, and/or illegal materials.

- Uses the Academy's computers or other technological devices, networks, or internet/intranet for any illegal activity, or in violation of any Academy policy or rule, such as for bullying, cyberbullying, harassing, and vandalizing, or in support of such activities.
- Violates copyrights, license agreements, and/or contracts.
- Plagiarizes.
- Engages in malicious use, disruption, or harm to the Academy's computers or other technological devices, networks, or internet/intranet, including but not limited to hacking and creating/uploading computer viruses and/or worms.
- Downloads or installs software or other applications without permission from the administration.
- Uses Academy technology after such access has been denied or revoked.
- Accesses or attempts to access confidential information stored on the Academy's network or server.
- Uses the Academy's technology for any other use that is inconsistent with the Academy's educational mission and/or is not for educational purposes.

Any violation of these guidelines will be grounds for disciplinary action, up to and including expulsion, and may result in suspension or revocation of a student's technology privileges, referral to law enforcement and/or legal action. If you have any questions or concerns, please see or submit the questions or concerns in writing to the administration.

Approved by Board of Trustees
June 20, 2013